



GRAPHIC DESIGNER II  
OPEN, NON-PROMOTIONAL SPOT FOR  
EUREKA, REDDING, FRESNO, SAN DIEGO AND IRVINE  
FINAL FILING DATE: FEBRUARY 22, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.	
OPEN, NON-PROMOTIONAL SPOT FOR	DISTRICT 1 – EUREKA DISTRICT 2 – REDDING DISTRICT 6 - FRESNO DISTRICT 11 – SAN DIEGO DISTRICT 12 - IRVINE Candidates may only establish eligibility in <u>one</u> location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.
HOW TO APPLY	Applications (STD 678) must be <b>RECEIVED OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b> , personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</b> <div>FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</div> <div>FILE IN PERSON: Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-1836</div> <b>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.</b> Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.
SALARY RANGE	\$3583-\$4355
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualifications appraisal interviews will be held during April/May 2007.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the [written test date or final filing date]. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. <b>NOTE:</b> All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b> Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.
MINIMUM QUALIFICATIONS	<div>Either I One year of experience in the California state service as a Graphic Designer I.</div> <div>Or II Two years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. <b>and</b> Successful completion of a total of 24 semester college units with a minimum of five units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.</div>
ADDITIONAL DESIRABLE QUALIFICATIONS	A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.
SPECIAL PERSONAL CHARACTERISTICS	Visual acuity and color vision sufficient to successfully perform the job; and creative ability.
POSITION DESCRIPTION	This is the full journey level in the Graphic Designer series. Under direction, the Graphic Designer II is responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications the graphic designer uses design and production elements to convey the desired impact and message to a specifically targeted audience.
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION	
It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.	
EXAM TITLE GC70– 2885 – 7TR07	FINAL FILING DATE:: FEBRUARY 22, 2007 DEPARTMENT OF TRANSPORTATION

EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>Principles of graphic design.</li><li>Techniques of interpreting statistical data.</li><li>Methods and techniques of freehand drawing and color illustration.</li><li>Elements of design such as: line, shape, texture, space, size, value, and color.</li><li>Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale.</li><li>Page layout, color theory, and typography.</li><li>Principles of graphic tools and equipment.</li><li>Graphic design software application.</li><li>Procedures for creating traditional and/or electronic files for output for single and multicolor publication.</li><li>The stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file.</li><li>Techniques and drawings.</li><li>Graphic resources and software applications.</li><li>Digital imaging.</li><li>Principles and techniques of three-dimensional exhibit preparation</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Communicate effectively.</li><li>Use the elements of design to create page layout.</li><li>Perform image editing.</li><li>Apply color theory and typography.</li><li>Apply creativity in the preparation of art work.</li><li>Learn and apply new software.</li><li>Produce freehand drawing and color illustration.</li><li>Maintain project files.</li><li>Design and prepare exhibit materials.</li><li>Digitally retouch images.</li><li>Review narrative material and create appropriate illustrations.</li><li>Analyze situations accurately and take effective action.</li><li>Research resource.</li></ol>
ELIGIBLE LIST INFORMATION	<p>An open, non-promotional spot eligible list will be established for the Department of Transportation in District 1 – Eureka, District 2 – Redding, District 6 – Fresno, District 11 – San Diego and District 12 – Irvine. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
CAREER CREDITS	<p>Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. <b>IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.</b></p>
VETERANS PREFERENCE POINTS	<p>Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</b></p>

GENERAL INFORMATION

**For an examination** without a written feature, it is the candidate’s responsibility to **contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1836** three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8 -498-7858 or TTY (916) 227-7857 / Calnet 8 - 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*